

Name: _____ Date: _____

Colons in Lists

Colons have many uses in writing. In general, a colon prepares a reader to read information that is closely connected to the information just read. For example, a colon placed before a speaker's line in a play indicates that the line is spoken by that character, as in, *Randi: What time will you be here?* A colon is also useful for indicating a list of items related to a subject. See the examples below.

A colon can be used to indicate information that will follow, including a list of information. Examples:

- The following components are on the test: grammar, vocabulary, literature, and spelling.
- Our school has four students in the competition: Ami, Kendra, Raoul, and Dennis.

A colon does not generally follow a verb.

INCORRECT: The book includes: a table of contents, chapters, and an index.

CORRECT: The book includes a table of contents, chapters, and an index.

Below are sentences that require a list to be placed after the colon. Write an appropriate list to follow the colon.

1. Our class will visit the following places on our history trip around the world:

_____.

2. I have used the following forms of transportation during my life: _____

_____.

3. Many different kinds of trees and plants grow in my area: _____

_____.

Below are lists that require an introductory sentence to place before the colon. Check that you did not place a verb before the colon.

4. _____:

hot dogs, tablecloth, napkins, paper plates, and plastic forks and spoons.

5. _____:

scissors, glue, construction paper, glitter, and markers.